



## PhD Training and Supervision Plan

A Training and Supervision Plan (TSP) must be formulated for every PhD candidate. The formulation and implementation of this plan is based on consultation between the PhD and the supervisors.

The plan describes the envisaged contents of the educational part of the appointment period, within the framework of two fixed provisions:

- a. the time spent on education is 15 % of the appointment (i.e. 125 working days), and
- b. the time spent on teaching is maximum 10 % (i.e. 84 days).

For the VLAG education certificate a minimum of **30 ECTS credits** is required (Section II).

The plan should be considered as an agreement on training and supervision between the PhD and the university on the tasks of the PhD and the supervisors. Both parties are expected to honour this agreement, both rights and obligations.

In short the procedure is as follows:

1. At the start of the project this form is presented to the PhD candidate by the supervisor.
2. In agreement with the supervisor(s), the form must be completed. **It must be returned within three months after the start of the PhD.**
3. The training and supervision plan needs the approval of the scientific director of the graduate school.
4. Half way the PhD trajectory the PhD candidate is requested to provide VLAG with an update of the TSP. This monitoring step is important to ensure that you will have enough ECTS in the various categories after 4 years and that you and your supervisor are aware on the number of hours spent on teaching activities.

### I. General information

Full name and title(s) of the PhD candidate:

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Group (or Institute): .....

Period of appointment: from ..... to ....., ..... hours/week

Supervisor(s): .....

Co-Supervisor(s): .....

Project Title (English):.....

.....

Financed by: .....

Project in cooperation with (institutions, other universities, e.g.)

.....



### III. Teaching obligations

The teaching duties should not have a routine character. The PhD candidate should not spend more than 10 % (i.e. 84 days= 672 hours) of the appointment on teaching duties.

**Practicals:** Please indicate in which courses teaching duties are to be expected, providing code and name of the course, year, participation (expressed in hours, 1 day = 8 hours). Under hours of work you list the contact hours, preparation time and hours needed for marking exams/correcting reports.

	Code and name of the course	Year	Hours of work
a.			
b.			
c.			
d.			

### Supervising MSc- and BSc theses, and internships:

The VLAG secretariat and the VLAG PhD council suggest to use the following figures: 90 hours major thesis, 60 hours minor thesis and 30 hours internship. This gives a fair impression of your teaching load.

PhD Year	Name of the student	MSc/BSc/internship	Nr of weeks	Hours of work
1.	.....	.....	.....	.....
	.....	.....	.....	.....
2.	.....	.....	.....	.....
	.....	.....	.....	.....
3.	.....	.....	.....	.....
	.....	.....	.....	.....
4.	.....	.....	.....	.....
	.....	.....	.....	.....

In the update of the TSP, done at the start of year 3 of your PhD, you can list the names of all MSc, BSc and interns you supervised. At the start of the PhD, agreements made about supervision can be listed (number of MSc/BSc per year for example).

Listing the teaching obligations as above and recording the hours makes both the PhD candidate and the supervisors aware of the time spent on teaching. It cannot be expected that a PhD candidate spends far more than 672 hours (84 days) on teaching without appropriate compensation for this.

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### IV. Supervision

Please describe special arrangements and/or agreements on the type and frequency of supervision by supervisor(s) (promotores) and co-supervisor(s).

Arrangements and/or agreements on the type and frequency of supervision:

- Supervisor(s):

- Co-supervisor(s):

In month 14 of the Phd project, progress must be evaluated, resulting in a go/no go decision before month 18.

The go / no go meeting will be scheduled: ..... (month)..... (year)

## V. Approval / Signatures

*Adjustments to the contents of this form are possible as it is almost impossible to foresee all the developments that occur during the four-year appointment. The agreed plan however, is an essential part of the legal status of the PhD candidate. Therefore it is necessary to fill in and return the form as soon as possible and < 3 months after the start of the project.*

Signature PhD candidate  
Date

Signature Supervisor  
Date

Signature Co-supervisor  
Date

When signed by PhD candidate, and (co-) supervisor, please send the form to [vlag@wur.nl](mailto:vlag@wur.nl) or to the Graduate School VLAG, P.O. Box 17, 6700 AA Wageningen (internal WU postal number 184).